



Fulton County, GA

Department of Purchasing & Contract Compliance

*Cecil S. Moore, CPPO, CPPB, CPSM, C.P.M., A.P.P
Director*

November 24, 2010

**Re: 11RFP75927A-DR, DIGITAL SCANNING, ARCHIVAL, PRINTING/PLAT AND
IMAGING SERVICES**

Dear Proposer(s):

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced **11RFP75927A-DR, Digital Scanning, Archival, Printing/Plat and Imaging Services.**

Except as provided herein, all terms and conditions in the bid referenced above remain unchanged and in full force and effect.

Sincerely,

Donald R. Riley

Donald R. Riley, CPPB
Assistant Purchasing Agent

Winner 2000 - 2009 Achievement of Excellence in
Procurement Award • National Purchasing Institute



**11RFP75927A-DR, Digital Scanning, Archival, Printing/Plat and Imaging Services
Addendum No. 1
Page Two**

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

1. Attached hereto are responses to questions submitted in reference to the above RFP.

For additional information regarding this addendum, contact Donald R. Riley, CPPB, Assistant Purchasing Agent at (404) 612-7916.

Except as provided herein, all terms and conditions in the bid referenced above remain unchanged and in full force and effect.

Failure to return a signed copy of this addendum could render your bid non-responsive.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **December 2, 2010, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2010.

Legal Name of Bidder

Signature of Authorized Representative

Title

Questions and Response for proposal **11RFP75927A-DR, Digital Scanning, Archival, Printing/Plat And Imaging Services**

1. Please elaborate on the binding work, is the vendor expected to un-bind and then re-bind records after imaging?

Response: The books or case are bound with hardware the can be easily taken apart and then re-assembled. Any documents in bound books, must be unbound, scanned and then re-bound.

2. Please describe the types of records that will require un-binding / re-binding?

Response: Court case files, civil and criminal and indexes of civil and criminal cases.

3. How are the current records bound?

Response: Current records of court cases are loose papers in file folders. Current civil records are available in electronic form.

4. Can the indexing of the records be performed off-site at our secure location, using secured methods of transmittal? If off-site indexing is allowed, can indexing be performed outside of the U.S.?

Response: Images may be indexed off site but this work cannot be done outside of the USA.

Regarding indexing the “date” value, are there multiple dates on a document? If so, how can we tell which is the correct date? It is readily available and obvious?

Response: Each document will have one file date, there is only 1 date per instrument.

5. Page 3-4 under section “D. Electronic Indexing Requirements” please spell out the indexing values required, which of these apply to each document type being converted?

Response: See 3-4 1 through 11

6. Please provide more information on the values of the indexing fields. I.e. is it numeric / alphanumeric/ date and how many characters is each field expected to be?

Response: Alpha & numeric; Must be indexed as presented by the filing party.

7. Are databases available that would aid in the indexing process?

Response:

Response: Current civil filing are filed and available in electronic form.

8. What percentage of the conversion work do you estimate to be back-file?

Response: 20%

9. What percentage of the conversion work do you estimate to be go-forward?

Response: 80%

10. Under 3.3 1-A-1 (a) you make reference to “document type” indexing value, how many possible document types are there for this field? Are they readily identifiable on the document?

Response: There may be as many as 50 doc types and they are not always easy to identify, one doc type may have many different names, depending on how the filing party identifies the document

11. Please provide statistics on the number of monthly records by department and document type for the years 2008, 2009, and 2010 also estimated volumes for 2011 and 2012.

Response:

| | | | |
|-------------|---------------------|------------------|--|
| 2008 | 2,351,224 | | |
| 2009 | 2,471,243 | | |
| 2010 | Jan thru Oct | 1,869,110 | |

12. Are on-site scanning services currently in place?

Response: Yes, service is provided in-house by current vendor.

- If so is the service currently outsourced or in-house? **In house**
- If outsourced who is the current vendor? **ACS/Xerox**
- If scanning is currently in place is the proposed indexing schema being used? **Scanning in place, proposed indexing not in place**

13. Can it be assumed there are no documents larger than 18” x 24”? If not, what is the maximum size document?

Response: We have docs occasionally that are as large as 36’X 36’’, they must be scanned whole, not cut up and scanned in pieces

14. Approximately what percentage of the documents do you expect to be a size greater than 11" x 17"?

Response: No more than 5 %

15. What is the expected volume of back-file film work?

Response: See section 3.3 (Approximately 80,000 rolls of film of both 35mm and 16mm – cannot determine the length of the rolls of film)

16. What is the expected volume of go-forward microfilm work?

Response: Approximately 2,000,000 pages per year

17. What is the expected volume of go-forward microfiche work? Please describe the microfiche.

Response: No. Going forward there will not be micro fiche work.

18. In "Section 3.3 DIGITAL SCANNING; II Additional Information System Services; item 7. Conversion of 200,000 rolls of 16mm and 35mm microfilm to digital image:"

- a. What is the volume of each type of microfilm? **Cannot be determine**
 - i. Number of rolls per type **Unknown**
 - ii. Number of images per roll per type **Unknown**

19. In "Section 3.3 DIGITAL SCANNING; II Additional Information System Services; item 8. Conversion of plat aperture cards and microfiche to digital:"

- a. What is the volume of each type of microform?
 - i. Number of aperture cards? **40,000 approximate**
 - ii. Images per aperture card? **1 to 3 images per card**
 - iii. Number of microfiche? **None**
 - iv. Jacketed or COM? **None**
 - v. Images per microfiche card? **None**

20. Section 4-1 states "The Cost Proposal Form states in: 1) Principal Services c. Provision of one original roll of microfilm and two duplicates (212ft.) per RFP standards created from scanned images provided within 10 business days of scanning. each _____"

- a. Is the "silver duplicate negative" considered one of the duplicates? Or will the contractor be delivering one silver original, one silver duplicate and two Diazo duplicates? If two silver originals can be delivered would that obviate the need for a "Silver duplicate negative"? **1 original silver, and 2 diazo dupes**

21. What is the expected volume of paper documents go-forward?

Response: Approximately 2,000,000 images/pages

22. Please confirm that there is no paper based back-file. Paper scanning will only take place on a go-forward basis.

Response: Paper Based Scanning will only be go forward

23. Please provide the county's definition of "legible image" as stated in item "e" of page 28. legible enough to read the entire text

Response: An image that a reasonable person can read clearly

24. In lieu of capturing images with a camera and then creating the rolls of film, is it acceptable to scan the documents, create a digital copy, and then create the microfilm images from that?

Response: Yes, we prefer images to be digitally scanned first, and then microfilm made from the scanned image.

25. On page 3-7 Item "A – II" you mention the vendor can get indexing information from the film reel. What information will be contained on the film reel/box? Is the film box labeled and/or bar-coded?

Response: There is very limited information on the film rolls. There will be roll number and/or case numbers for court case film; and for indexes there will be information describing the time frame and letters representing defendant last names.

26. Is the film currently boxed/stored in groups by case type or other logical grouping?

Response: We are in the process of organizing, indexing and cataloging the microfilm by land or court record by year. We expect the vendor to assist in this process and also maintain an electronic database.

27. On page 3-7 Item "A – II" you mention the vendor can get indexing information from multiple places. Is the film boxed/stored in such a way that index information can be learned from the box/storage containing the film and what information is on the box?

Response: The film that is boxed/stored currently contains a roll number. The roll number does not have information as to the content of the images. Each roll would have to be inspected in order to determine cataloging information.

28. Are there multiple Document Types on a roll of film and if so are there header sheets separating each Document Type?

Response: Yes, there are multiple docs on a roll and there are no header sheets separating each document type.

29. Are the images currently on the microfilm blipped or separated?

Response: No, the images are not blipped or separated.

30. Are black borders acceptable on the outside of scanned microfilm images?

Response: Yes

31. How many pages is the average case file?

Response: An average case is 200 pages; however, on a case by case scenario a case can be from 10 pages to over 10,000 pages.

32. How many individual case files are expected to be scanned?

Response: 50,000 to 60,000 case files estimate case for year 2011

33. Is there a marked beginning/end to case files on the film?

Response: No, there is no beginning/end mark on film case files.

34. Is a case file tabbed in different sections?

Response: No

35. On page 3-4 under "Electronic Indexing Requirements" "2. Document Type/Description (when available)" how many document types do you expect?

Response: As many as 40 to 50 doc types

36. On page 3-4 under "Electronic Indexing Requirements" "2. Document Type/Description (when available)" are the individual document types readily identifiable?

Response: Document types are normally readily identifiable because document types are usually printed at the top of the first page.

37. On page 3-4 under "Electronic Indexing Requirements" "2. Document Type/Description (when available)" please give a sample of a description and is it readily available and simple to locate?

Response: Example: "Final Order" this document type is usually printed at the top of the first page of the document.

38. Are day-forward documents bar-coded?

Response: No

39. What is the expected timeframe for the vendor to complete the back-file portion (approx. 200,000 rolls) of the project?

Response: 1 year

40. What is the expected rate of paper scanning for go-forward scanning?

Response: Daily

- a. Expected rate? **100 %**
- b. Is this a time frame? **48hr turn-around**

41. What are the minimum and average rates of paper scanning we can expect on an on-going basis regarding the go-forward scanning?

Response: Document totals varies from hundreds of thousands per month to millions of pages per year

42. Can we provide a separate pricing sheet so we can include more detailed/itemized pricing?

Response: Yes

43. Is there an existing database/legend describing where particular rolls of film are stored and how they're organized?

Response: No

44. Is the vendor responsible for generating film backups of the back-file (200,000 rolls)?

Response: Only if identified as bad film and there is a need to produce a backup roll. If a digital image is produced that the image will become the back-up.

45. In page "3-6" section "a - l" you state: "Using the taxonomy provided by the County" is this contained in main RFP document?

Response: Yes, refer to page 3-4, Section D(1)(1-11) "Electronic Indexing Requirements".

46. On page "3-7" item "h" will the paper have to be re-stapled after scanning?

Response: Yes

47. If responses to vendor questions aren't available by November 26th, will you extend the RFP due date?

Response: No

48. Has funding been secured for the duration of the entire project of the RFP or is funding secured only for year FY2011 and the work that can be completed within that period?

Response: Year 2011 only

49. What is the location of Back-file conversion, is it the same place as Clerk of Superior Court?

Response: Yes, on site at the Clerk of Superior Court.

50. Are documents being scanned in "Active" (still being added to or modified) or "Closed" status?

Response: Both active and closed

51. What are the accuracy requirements for identifying start/end case file and document type start/end? Is the county confident that the current blipping (image spacing/separation in film) routine meets the standard as set forth?

Response: Perfection in indexing is required

52. If microfilm document is illegible what does the county want the vendor to do? Pg 3-7 States: "II. Using information on the document itself, its file folder or film reel, an associated bar code or other source provided by the County;" is the County going to barcode at the folder and document level or is the vendor expected to perform this service?

Response: If illegible document, vendor should make notation and index as presented. Vendor is expected to perform barcoding at the folder level for back-scanning and document level for go-forward.

53. The plats to be filmed, are they currently bound or un-bound? What kind of binding is being used? Are they currently Laminated or Un-laminated? Are they currently in Color or black/White?

Response: Plats are currently bound and approximately 30% are laminated. They are in black and white.

54. Regarding the desired output of the Plats do you require Bi-tonal or grayscale scanning?

Response: No

55. Once duplicated do you request that the vendor sends the Plats to the Georgia State Archives?

Response: No

56. In page 3-16. Section VIII-A. The county requests "microfilm prints" please expand on this requirement.

Response: A paper record, a printed index from micro film

57. What actions are we to take if we come across a document that is sealed by the Courts?

Response: Do not open sealed documents. Do not produce scanned or other permanent archival records.

58. Will the County allow a quarter sized stamp at the beginning of each document type?

Response: No

59. If microfilm document is illegible what does the county want the vendor to do?

Response: Contact the Clerk's office liaison for further instructions. Will be handled on a case by case basis.

60. What are the hours of operation? Will our onsite site staff be able to work a second, nighttime shift?

The hours of operation are from 8:30am – 5:00pm. However, 24-hour access is allowed in the facility for employees with ID. Employees are allowed to work various shifts.

61. What are the County Holidays?

Response: The County holidays are: New Year's Day MLK, Jr. Day Memorial Day Independence Day Labor Day Veteran's Day Thanksgiving (Two days: holiday and day following) Christmas holidays (Two days)

62. Are there enough restrooms for our staff to use and meet code?

Response: Yes

63. Is there adequate parking for our staff, what is the cost of parking?

Response: Parking varies. There are monthly and daily pay lots available, as well as free parking which is provided by the County at Turner Field Lot Stadium Orange parking lot and a County shuttle shall transport all employees to the worksite (if they choose to ride the shuttle).

64. What background checks are required of our staff?

Response: Background checks for employees should be conducted by vendor.

65. How frequently must background checks be performed on our staff?

Response: At the time of hire but also at the Clerk's Office discretion.

66. Section 3.5 COST PROPOSAL FORMAT AND CONTENT The Principal Services Section 1 of the Cost Proposal Form requires costs for daily on-site scanning with a 24-hr turnaround. What is the total number of documents/pages the County received for processing in a 24/Hour Day Forward cycle? Month? Year?

Response: The most we have received to scan is approximately 15,000 pages. The average volume daily is 6,000 images/pages per day.

67. Can the county please define a document? How many pages are in each document on average? Are the pages double sided? Are the pages 8 ½ x 11, 8 ½ x 14 or a mixture?

Response: A document may have from 10 pages to 10,000 pages. They can be a combination of single sided, and double sided, and a combination of 8 ½ by 11 and 8 ½ by 14 and different sizes that are non-standard.

68. Will the output of the digital images required from the vendor be in single or multi page tiff format?

Response: Multi page tiff format

69. In Sec VIII, REPLACEMENT COMPACT BOOK SPECIFICATIONS, Pages 3.16-3.18 and Sec IX, PLAT FILMING, REPRODUCTION AND PLAT BINDERS, Pages 3.18-3.19, the County provides specifications that states detailed manufacturing materials which would suggest the use of custom made binders versus using industry standard binders (same dimensions and functionality). Are these "custom" binders the only binders the County will accept or can the Vendor propose industry standard binders? If only custom binders will be accepted, please provide the supplier information where the County orders these binders.

Response: Industry standard binders are acceptable.

70. In several items in Sec VIII and IX, the County requests all Bidders to provide samples, however due to the nature of this industry and the short timeframe to respond, sample binders and prints may not be able to be produced for submittal with the response. Is it acceptable to the County that once selected, the Vendor will provide any/all samples prior to contract signing?

Response: Yes

71. Can the vendor build a smaller version of the plat binder (8.5" x 14") instead of the (18" x 23.5") to keep cost down, and make handling easier for the county for the sample?

Response: No, we cannot accept smaller plat binders

72. What is the overall required system availability rate to internal and public users?

Response: 99.9%

73. Is the County or Vendor responsible for system and image backups?

Response: The County is responsible for backups.

74. Is the County or Vendor responsible for system business continuity plan?

Response: County is responsible

75. Is the County or Vendor responsible for system administration and maintenance of the servers and local area network?

Response: County after trained from the vendor.

76. Is there a bid bond requirement for this RFP? I don't see mention of one in the RFP document but it is mentioned on the procurement Website.

Response: Yes, there is a bid bond requirement for project of 5% of the total amount for year 1.

77. If we can not change the forms can we can we add an additional page for additional pricing options?

Response: If it was not included as an option on the pricing page than Fulton County will not evaluate it based on your additions to the RFP document. Please do not alter, add or change any thing on the document because it will not be considered and/or evaluated, if it was not requested information.

78. Will a bidder receive the local preference points for facilities located in Fulton County that are part of the corporation but not necessarily performing work on this existing contract?

Response: Local Preference is given to businesses that have a business location within the geographic boundaries of Fulton County. The term business location means that the business has a staffed, fixed, physical place of business located within Fulton County and has had the same for at least one (1) year prior to the date of the business' submission of its proposal or bid, as applicable and has had held a valid business license from Fulton County or a city located within Fulton County for the business at a fixed, physical, place of business, for at least one (1) year prior to the date of the business' submission of its proposal or bid as applicable.

In order to receive the Local Preference points of ten (10) points the Proposer must meet one (1) of the following criteria, provide supporting documentation as required and certify under oath that it is eligible to receive the local preference points by signing and submitting Form H, Local Preference Affidavit located in Section 5 of this RFP

The Proposer must indicate which one (1) of the following criteria they will utilize in order to receive local preference:

1. Business having a business location within the geographic boundaries of Fulton County.

The following supporting documentation must be provided:

- **Copy of occupational tax certificate (business license) form Fulton County or a city located within Fulton County, or;**
- **Copy of a lease or rental agreement, or;**
- **Proof of ownership interest in a location within the geographical boundaries of Fulton County.**

1. Businesses where at least fifty-one percent (51%) of the owners of the business are residents of Fulton County but the business is located outside of Fulton County.

The following supporting documentation must be provided:

- **Provide the residential address of the business owner(s).**

2. Businesses where at least fifty-one percent (51%) of the employees of the business are residents of Fulton County but the business is located outside of Fulton County.

The following supporting documentation must be provided:

- Provide a list of all employees name and address.

Failure to provide the required supporting documentation with your proposal submittal shall result in your firm receiving a “0” (zero) for Local Preference. In the event the affidavit or other declaration under oath is determined to be false, such business shall be deemed “non-responsive” and shall not be considered for award of the applicable contract.